



sport and recreation

Department:
Sport and Recreation
PROVINCE OF KWAZULU-NATAL

This Department is an equal opportunity, affirmative action employer, whose aim is to promote and uphold representativity (race, gender and disability) in all occupational categories. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and women are especially encouraged to apply.



APPLICATIONS : Forward your applications to the attention of Ms NCP Mkhwane: Private Bag X24, Mayville, 4058 or hand deliver at the Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 King Cetshwayo Highway, Mayville: application vacancies box.

POST : DEPUTY MANAGER:
GEOGRAPHIC INFORMATION SYSTEM
CENTRE : HEAD OFFICE: PIETERMARITZBURG
SALARY : LEVEL 11, R 733 257.00 per annum
(All Inclusive Package)
REFERENCE : DSR44/2019

REQUIREMENTS: An appropriate 3 Year Diploma/ Degree or equivalent qualification, Three(3) to Five (5) year's Junior Managerial experience in the Geographic Information System (GIS), valid code 8 driver's licence. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED: KNOWLEDGE: Public service act, PFMA, Geographic information systems, computer operation/office automation, provincial strategies, management reporting, departmental objectives, departmental business processes, service delivery and service level agreements, departmental policies, procurement/SCM procedures, sport and recreation policies.

SKILLS: Project Management, Customer Focus, Innovation, Judgement, Problem solving Initiative, Teamwork/Partnering, Relationship Building, Results Orientation, Business Acumen, Dealing with Ambiguity, Financial Management, Conflict Resolution, Negotiating, Managing Technical/Legal/ Procedural Adherence.

KEY RESPONSIBILITIES: Facilitate the implementation of departmental-wide geographic information system service delivery strategy, Facilitate the implementation plan in respect of Geographic Information System support services, Monitor, evaluate and report on the effectiveness and performance of geographic information system support services, Provide the review of departmental-wide implementation of geographic information system support services, Facilitate the implementation of risk, integrity and internal control implementation plan attached to geographic information system support services.

Enquiries : Mr SB NGWANE (033) 897 9400

POST : SPORT PROMOTION AND DEVELOPMENT
COORDINATOR (2 POSTS)
CENTRE : UMGUNGUNDOVU DISTRICT
SALARY : LEVEL 08, R 316 791 per annum
REFERENCE : DSR45/2019

REQUIREMENTS: An appropriate 3 Years' Diploma/ Degree in Sport Management or equivalent qualification, One (1) to three (3) years' experience in the public service, code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED: KNOWLEDGE: Relevant legislatives, Regulations and Policy Framework, Computer operation/ office automation, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, PFMA, Departmental Policies, Project Management, Sport Management/Sport Science, National and Provincial sport and Recreation Strategies.

SKILLS: Communication (verbal and written), Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical methods and techniques, Problem solving, Communication, Administration and coordination, Good inter-personal relations, Programme Management, Report writing, Leadership, Financial Management, Event Management, Public relation, Public Administration, Planning and Execution, organizing and control, Decision making, Driving and Teamwork.

KEY RESPONSIBILITIES: Facilitate and coordinate and the formation of sport structures at districts, wards and local levels in collaboration with relevant stakeholders, Coordinate departmental programme activities at district, wards and local levels for development of sport, Facilitate, coordinate and monitor the effective implementation of departmental policies throughout the programmes, Render project management and administrative functions towards implemented programmes, Ensure collection, compilation and updating of data in all programme activities at wards to district levels and provide effective utilization of resources and supervise staff.

Enquiries : Mr V Balram (033) 897 9480

POST : RECREATION PROMOTION AND
DEVELOPMENT COORDINATOR
CENTRE : ILEMBE
SALARY : LEVEL 08, R 316 791 per annum
REFERENCE : DSR46/2019

REQUIREMENTS: An appropriate Three-year degree/National Diploma in Sport Management or relevant equivalent qualification, 1-3 years' Experience in a sport environment (Date must be specified days/months/years), Valid code 8 driver's licence, Computer literacy, willingness to work under pressure and beyond normal hours/weekends

COMPETENCIES REQUIRED: KNOWLEDGE: Relevant legislatives, Regulations and Policy Framework, Computer operation / office automation, Departmental objectives, Departmental business processes, Service

Delivery and Service Level Agreements, PFMA, Departmental Policies, Project Management, Sport Management/Sport Science, National and Provincial sport and recreation strategies

SKILLS: Communication (verbal and written), Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical Methods and techniques, Good organizing abilities, Problem solving, Communication, Administration and coordination, Good inter-personal relations, Programme management, Report writing, Leadership, Financial Management, Event management, Public relation, Public administration, Planning & Execution, Organizing and control, Decision making, Driving, Team work

KEY RESPONSIBILITIES: Facilitate and coordinate the formation of recreation structures at district, wards and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at district, wards and local levels for development of recreation. Facilitate, coordinate and monitor the effective implementation of departmental policies throughout the programmes, render project management and administrative functions towards implemented programmes, ensure collection, compilation and updating of data in all programme activities at wards to district levels, provide effective utilization of resources and supervise staff.

Enquiries : Mr V Balram (033) 897 9480

POST : PERSONAL ASSISTANT: RISK, INTEGRITY
AND INTERNAL CONTROL SERVICES
CENTER : HEAD OFFICE: PIETERMARITZBURG
SALARY : LEVEL 07, R 257 508 per annum
REFERENCE : DSR47/2019

REQUIREMENTS: Grade 12 plus Secretariat Diploma. 3-5 years' experience in the administrative environment and secretariat.

COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management

SKILLS: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation, conflict management, strategy management and policy formulation, labour relations, programme management, report writing, financial management.

KEY RESPONSIBILITIES: Provide administrative support services to the manager/general manager. Provide support to the manager regarding meetings. Provides a secretarial /receptionist support service to the manager/ general manager. Support the nanager/general manager regarding meetings. Studies the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.

Enquiries : Mr FB MABIKA (033) 897 9400

POST : ADMINISTRATIVE ASSISTANT (HUMAN
RESOURCE MANAGEMENT)
CENTRE : DURBAN
SALARY : LEVEL 05, R 173 703 per annum
REFERENCE : DSR48/2019

REQUIREMENTS: Grade 12 plus a relevant diploma, 1-2 years general office work, Computer literacy, Willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management.

SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Motivational, Negotiation, Conflict Management, Labour Relations, Programme Management, Report writing, financial management.

KEY RESPONSIBILITIES: Provide office services. Perform records management function (registry). Coordinate and process financial matters. Coordinate HR matters. Render reception functions.

Enquiries : Mr LM Msane (033) 897 9400

POST : PERSONNEL OFFICER
CENTRE : DURBAN
SALARY : LEVEL 05, R 173 703.00 per annum
REFERENCE : 49/2019

REQUIREMENTS: Grade 12, valid code 8 driver's licence. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and regulations, Departmental policies, objectives and business Processes, PFMA, Management reporting, SCM Procedures and Human Resource Management.

SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Motivational, Negotiation, Conflict Management, Labour Relations, Programme Management, Report Writing and Financial Management.

KEY RESPONSIBILITIES: Provide services conditions. Provide administration in the selection process. Administer provision of human resource. Capture data and maintain database. Provide advice and process queries. Process administration documentation for payment.

Enquiries : Mr LM Msane (033) 897 9400

POST : TRANSPORT CLERK
CENTRE : Head Office: Durban
SALARY : LEVEL 5, R 173 703 per annum
REFERENCE : 50/2019

REQUIREMENTS: Grade 12, Computer literacy. Willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and regulations, PFMA, Departmental policies, objectives and business processes, management reporting, SCM procedures, Human Resource Management and Transport processes.

SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Motivational, Conflict Management, Labour Relations, Report writing and Financial Management.

KEY RESPONSIBILITIES: Check the verification of log sheet, Maintain and issue departmental vehicles, Monitor the utilization of government vehicles and subsidized vehicles, Provide support in respect of acquisition of subsidized vehicles.

Enquiries : Mr LM Msane (033) 897 9400

POST : CHIEF DIRECTORATE: SPORT PROMOTION
AND DEVELOPMENT: ADMINISTRATIVE
ASSISTANT (2 POSTS)
CENTRE : Head Office: PIETERMARITZBURG
SALARY : LEVEL 05, R 173 703 per annum
REFERENCE : DSR51/2019

REQUIREMENTS: Grade 12 plus a relevant diploma, 1-2 years general office work, Computer literacy, Willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management.

SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Motivational, Negotiation, Conflict Management, Labour Relations, Programme Management, Report writing, financial management.

KEY RESPONSIBILITIES: Provide office services. Perform records management function (registry). Coordinate and process financial matters. Coordinate administrative matters. Render reception functions.

Enquiries : Mr V Balram (033) 897 9400

POST : DEPUTY DIRETOR: FINANCIAL PLANNING,
BUDGETING AND REPORTING
CENTRE : Head Office: DURBAN
SALARY : LEVEL 11, R733 257 per annum
(All Inclusive Package)
REFERENCE : DSR52/2019

REQUIREMENTS: Appropriate three-year (3) National Diploma/ Degree in finance or relevant equivalent qualification. 3-5 years Junior Management experience in a finance environment. Valid code 8 driver's licence. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends

COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Fraud Prevention policies, Computer operation / office automation, Provincial strategies, Management reporting, Code of conduct, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Sport and Recreation policies.

BEHAVIORAL/ ESSENTIAL COMPETENCIES: Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

SKILLS: Project Management, Customer Focus, Judgment, Relationship Building, Results Orientation, Dealing with Ambiguity, Conflict Resolution, Negotiating, Managing Technical/ Procedural Adherence, Familiar with government computer systems (PERSAL, BAS etc).

KEY RESPONSIBILITIES: Manage the rendering of financial planning support services, Manage the implementation of budgeting process support services, Manage the implementation of financial reporting support services including compilation of financial statements, Manage the monitoring and control of expenditure, Manage conditional grants and donor funding budgets. Ensure the effective and efficient utilization of resources.

Enquiries : Ms. Z.K Buthelezi (031) 242 1745

NOTE: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department or the website www.dpsa.gov.za/documents/forms/emplov.pdf) and should be accompanied by certified copies of original educational qualifications (not copies of certified copies), including Senior Certificate, driver's licence (where it is required), certified copy of ID document (copy of both sides of the ID card) together with comprehensive curriculum vitae (detail managerial experience including year, month and day). Onus is on the candidate to obtain and submit their Foreign Qualification(s) for verification with South African Qualification Authority (SAQA). Non-South African citizens or permanent residency permit holders must submit a documentary proof together with their applications.

NB: Certification date must not be older than 6 months. 3 References. Faxed or emailed applications will not be considered. Candidates should not send their applications through registered mail as the Department will not take responsibility for non- collection of these applications. Applicants applying for more than one post must submit a separate Z83 form (as well- as the documentation mentioned above) in respect of each post being applied for. Applicants must also quote the relevant post reference number and the name of the publication in which they saw the advertisement. Candidates will be subjected to the security vetting process, signing of a performance agreement and an employment contract. It is anticipated that a large volume of applications will be received; it is not possible for the department to acknowledge receipt of every application received and that only short-listed candidates will be notified of the outcome.

Applicants, who do not comply with the instructions indicated above, will be disqualified.

A detail of each post is available on the departmental website at www.kzndsr.gov.za under the vacancies link.

**CLOSING DATE:
09 DECEMBER AT 4PM**